

# Carpenter Trades II



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**Reports to:** Director of M&O  
**Salary Schedule:** A  
**FLSA Status:** Hourly

**Bargaining Unit:** PSE of Wenatchee-M&O  
**EEO Class:** 6  
**Revised Date:** April 2011

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## SUMMARY:

Under general supervision performs skilled maintenance carpentry work in the repair, alteration and maintenance of school district buildings and facilities and performs related work as required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Repair or alter buildings, wood and steel frame, brick, block wall, cast concrete structures and other structures from plans, sketches or instructions.
- Repair floors, walls, ceilings, screens, sashes, doors, furniture, fixtures, and stairs, finish drywall of limited size and cupboards and roofs.
- Responsible to remove broken windows and install new glass and/or windows.
- Work with concrete, setting and pouring forms and setting and finish flatwork.
- Build (where feasible) and install cabinets, furniture, partitions and other fixtures.
- Adjust, repair or replace locks, weather stripping, screens, mirrors, brackets, blinds, linoleum, tile, gutters and downspouts.
- Operate power equipment such as saws, jointers, lathes, sanders, planers, boring and mortising machines; clean, sharpen, maintain and repair such equipment.
- Clean, sharpen, maintain and repair hand tools.
- Drive service truck as required; load and unload materials and supplies.
- May lead and instruct helpers as required.
- May perform work in other trades.
- Perform related duties as required.

## WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; push and pull, and talk or hear and smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions year round. The noise level in the work environment is usually moderate.

#### **EDUCATION AND EXPERIENCE:**

- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830, on file
- Completion of a recognized apprenticeship as a finish and rough carpenter; or full journeyman status as a carpenter in a union; or four years applicable work experience. Vocational training may be credited for two years work experience.
- Possession of a valid motor vehicle operator's license will be required.
- Self motivated, self directed and able to take a project from concept to completion.
- Ability to work well with other staff, students and the public.
- Attendance and punctuality are important functions for this position.

**Planning/Organizing** – Ability to work independently and prioritize and plan work activities; Uses time efficiently; Plans for additional resources; Manages multiple ongoing tasks, Develops realistic action plans; Conserves organizational resources.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Delegation** - Delegates work assignments to Trades Assistant;

**Problem Solving** - Identifies and resolves problems in a timely manner; Generates creative solutions; Demonstrates attention to detail; Develops alternative solutions; Works well in group problem solving situations.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Provide excellent customer service and peer support to the public and educational staff in the primary mission of Wenatchee School District.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments; Follows policies and procedures.